



NATIONAL SECURITY AGENCY  
FORT GEORGE G. MEADE, MARYLAND 20755-6000

FOIA Case: 108866  
22 January 2020

MUCKROCK  
DEPT 86405  
411A HIGHLAND AVE  
SOMERVILLE MA 02144-2516

Dear Mr. O'Neill:

This responds to your Freedom of Information Act (FOIA)/Privacy Act (PA) request, which was received by this office on 21 January 2020, for "The "Is it a record?" handout referenced on page 13 of the the NSA/CSS Records Management Handbook." Your request has been assigned Case Number 108866. For purposes of this request and based on the information you provided in your letter, you are considered an "all other" requester. As such, you are allowed 2 hours of search and the duplication of 100 pages at no cost. There are no assessable fees for this request.

Your request has been processed under the provisions of the FOIA. Enclosed is the material you requested. If you need further assistance or would like to discuss any aspect of your request, please do not hesitate to contact me at foialo@nsa.gov or you may call (301)688-6527.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Rd. - OGIS  
College Park, MD 20740  
[ogis@nara.gov](mailto:ogis@nara.gov)  
877/684-6448  
(Fax) 202/741-5769

Sincerely,

*Michael Shields*  
for

JOHN R. CHAPMAN  
Chief  
FOIA/PA Office

Encl(s):  
a/s

UNCLASSIFIED

(U) The full legal definition of a Federal record from 44 USC 3301 can be found in NSA/CSS Policy 1-6.

## (U) Is It A Record?

### (U) Recorded Information

Temporary or Permanent?  
See RDS

**Record**

YES

(U) Is your organization (or your organization's predecessor) the creator of the record? Did your organization generate or receive the information to use in your work conducting agency business?

NO

**Record**

YES

(U) Does it contain informational value as evidence of your organization's functions, policies, decisions, procedures, operations, mission, programs, projects or activities?

NO

**Record**

YES

(U) Is it material that originated in another office or outside your agency, but on which your organization commented or took action?

NO

**Record**

YES

(U) Does it document business actions, such as: what happened, what was decided, what advice was given, who was involved, when it happened, the order of events, and decisions?

NO

**Record**

YES

(U) Is it an original document related to agency business that does not exist elsewhere?

NO

(U) Is it a draft or interim document that has not been circulated to others or does not contain substantive comments, and for which there is a final version being maintained?

NO

YES

**Nonrecord**

(U) Is it published or processed information that you received and use as a reference?

NO

YES

**Nonrecord**

(U) Is it a copy of a document or correspondence kept only for convenience of reference on which no action is taken?

NO

YES

**Nonrecord**

(U) Is it information which is accumulated and maintained at the workplace, but which does not affect or reflect the transaction of your program business?

NO

YES

**Nonrecord**

(U) Is it junk mail or documentation that has no work-related information or evidentiary value?

YES

**Nonrecord**

Destroy at Any Time

(U) When in doubt, treat it as a record. Call your Records Management Officer (RMO) or the Records Management Policy Office for help.

Source: Recorded Information Management Program of Sandia National Laboratories, 28 July 2005.

UNCLASSIFIED